



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 15, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – 7:00 p.m. by Vice-President Steele

**Pledge of Allegiance** – Led by General Manager Howard

**Roll Call** – All present with the exception of President Simon

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. AREA AGENCIES REPORTS / PRESENTATION**

**1. Sheriff's Office Report**

**Crime Prevention Specialist Fontenot** – Provided the law enforcement report for the month of September. There was discussion between the Crime Prevention Specialist, the General Manager, and the Board.

**2. East Contra Costa Fire Protection District Report**

**Chief Henderson** – Provided the East Contra Costa Fire Protection District details for the month of September. There was discussion between Chief Henderson, the General Manager, the Water and Wastewater Manager, and the Board.

**3. CHP Report**

**Officer Thomas** – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

**4. Supervisor Mary Piepho, District III Report**

**Lea Castleberry, Deputy Chief of Staff** – Introduced the new liaison for Discovery Bay - Alicia Nuchols.

**D. PRESENTATIONS**

**1. Discovery Bay Area of Benefit Presentation – Contra Costa County (Transportation Funding)**

**General Manager Howard** – Introduced the representatives for the Discovery Bay Area of Benefit Presentation

**Representatives** – Provided detailed information regarding the update of the Discovery Bay Area of Benefit and the projects that are within the Area of Benefit (AOB). The Board provided their feedback and tentatively setup a presentation in approximately two months.

**E. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Wiesen** – Provided her report and the details of the P-6 meeting dated October 8, 2014.

**Director Wiesen** – Provided a verbal report of the CSDA Conference in Palm Springs

**Vice-President Steele** – Commented on the success of the Rocktoberfest

**Director Wiesen** – Provided handouts for the Dog Park

## **F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated September 17, 2014
2. Approve Register of District Invoices
3. Capacity Fee Charge Report for Fiscal Year 2013-2014
4. Approve and Record the Notice of Completion for the Influent Pump Station and Pump Station W Improvements Project and Authorize Release of the Retention
5. Geotechnical Consulting Services for the CCR Title 22 Filtration Project at Wastewater Treatment Plant No. 2

**Motion by:** Director Graves to approve the Consent Calendar

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

## **G. BUSINESS AND ACTION ITEMS**

1. **Award of Contract to Burkett's Pool Plastering, Inc., for the Discovery Bay Community Center Swimming Pool Replaster Project**

**General Manager Howard** – Provided the details of item G-1.

**Parks and Recreation Manager Perez** – Provided additional information regarding G-1. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

**Motion by:** Director Graves to award contract to Burkett's Pool Plastering, Inc. in an amount not to exceed \$53,075.00 for the Discovery Bay Community Center swimming pool replaster project; (2) authorize the General Manager to execute all contract documents; and (3) in the event that the Burkett's Pool Plastering Inc. fails to meet contractual obligations that the General Manager is authorized to execute contract documents with the second lowest responsible bidder

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

2. **Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center**

**General Manager Howard** – Provided the details of item G-2.

**Motion by:** Director Pease to move staff recommendation to waive reading of Ordinance No. 26 Establishing Parking Restrictions at the Cornell and Ravenswood Parks and the Discovery Bay Community Center

**Second by:** Director Wiesen

There was one Public Comment Speaker

**Vote:** Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

## **H. INFORMATIONAL ITEMS ONLY**

1. **Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets**

2. **Community Center Expense Report – 1<sup>st</sup> Quarter FY 2014-15**

**General Manager Howard** – Provided details of items H-1 and H-2. There was discussion between the General Manager and the Board.

3. **General Manager Howard** – Provided a brief report on the Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets. Items H-1 and H-2 will be provided at the November 5, 2014 Board meeting.

## **I. VEOLIA REPORT**

1. Veolia Report – Month of September 2014

**Project Manager Berney Sadler** – Provided the details of the September 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

## **J. MANAGER'S REPORTS – Discussion and Possible Action**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**1. Urgent Item Added – Discovery Bay Community Center Tennis Court Light Poles**

**Legal Counsel Attebery** – Stated the Brown Act requirements to add an urgent item to the Agenda

**Motion by:** Director Graves to take action to add item under Government Code Section 54954.2 (b)(2) for the Tennis Court Light Poles

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**General Manager Howard** – Provided the details of item K-1. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to take the Tennis Court Light poles down and at the same time make the preparations for putting the poles back up with what our Budget will allow

**Second by:** Director Wiesen

There was further discussion regarding item K-1.

**Vote:** Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

**General Manager Howard** – For information – The Lions Club added roughly \$600.00 in lighting for the Rocktoberfest.

**2. Discussion of the Town of Discovery Bay Website**

**General Manager Howard** – Provided details regarding item K-2. There was discussion between the General Manager and the Board. The tentative meeting date has been scheduled for October 29, 2014 beginning at 6:30 p.m.

**General Manager Howard** – Provided details of the email notifying the Board of the shutdown of the Water Wells. Also, PG&E update regarding the replacement of the aging gas lines. There was discussion between the General Manager and the Board.

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

1. R – Discovery Bay P-6 Zone minutes dated May 14, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 10, 2014
3. R – State Route 4 Bypass Authority meeting minutes dated July 17, 2014
4. R – Contra Costa Special District Association quarterly meeting minutes dated July 21, 2014
5. R – Contra Costa County Aviation Advisory Committee meeting minutes dated August 14, 2014
6. R – East Contra Costa County Fire Protection District meeting minutes dated September 8, 2014
7. R – East Contra Costa County Fire Protection District meeting minutes dated September 22, 2014
8. R – County Supervisor Piepho regarding P-6 Citizen Advisory Committee reappoint dated September 23, 2014

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

1. Lion's Club Float Donation
2. Skate Park
3. Raising Fund for the Dog Park
4. Community Center Committee Workshop

**Q. ADJOURNMENT**

The meeting adjourned at 8:40 p.m. to the next Regular meeting dated November 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located.

//cmc – 10-22-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>